Feeder Systems (Feeder Interface)

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PCMS/FFIS Interface

The following describes the PCMS process and the interface to FFIS:

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Cardholders can only purchase on behalf of one agency using one purchase card or associated convenience checks. Any cardholder purchasing on behalf of multiple agencies, must have individual purchase cards and associated convenience checks for each agency serviced. This is required, because each agency has a separate FFIS application. If an FFIS document is created and the accounting has different agency codes, it will cause the document to reject in FFIS.

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Reconciliation involves the following:

- Accepting the profile accounting code and budget object code (2670) as is, or changing the code(s), and;
- Inputting a Document Control Number for each transaction into the "Agency Reference Number" field of PCMS to enable the Servicing Budget and Fiscal Officer (SBFO) to validate PCMS transactions that appear on the Agency’s FFIS Transaction Detail Listing. Use of the Agency Reference Number (ARN) was previously optional, but is now mandatory. In order to be consistent in assigning the Document Control Number, the cardholder will input their first initial, last name, followed by their sequentially assigned document control number; e.g., D Jones 0001. Only the first 20 characters of the ARN will be passed to FFIS.

Cardholders can run the cardholder report in PCMS, which has been updated to include the accounting status that indicates whether the transactions are locked. The following alpha characters are used to indicate the accounting status: O = Obligated; P = Paid by FFIS; L = Locked; N = New (not obligated and not paid).

PCMS Interface to FFIS

- After a new transaction has been in PCMS seven days, the interface runs that sends it to FFIS to be paid. The interface locks every transaction sent to FFIS to prevent further changes and possible out-of-balance situations. When a cardholder tries to change the accounting on a locked transaction, the following message appears: "Accounting changes cannot be made until this transaction completes the FFIS/PCMS reconciliation."

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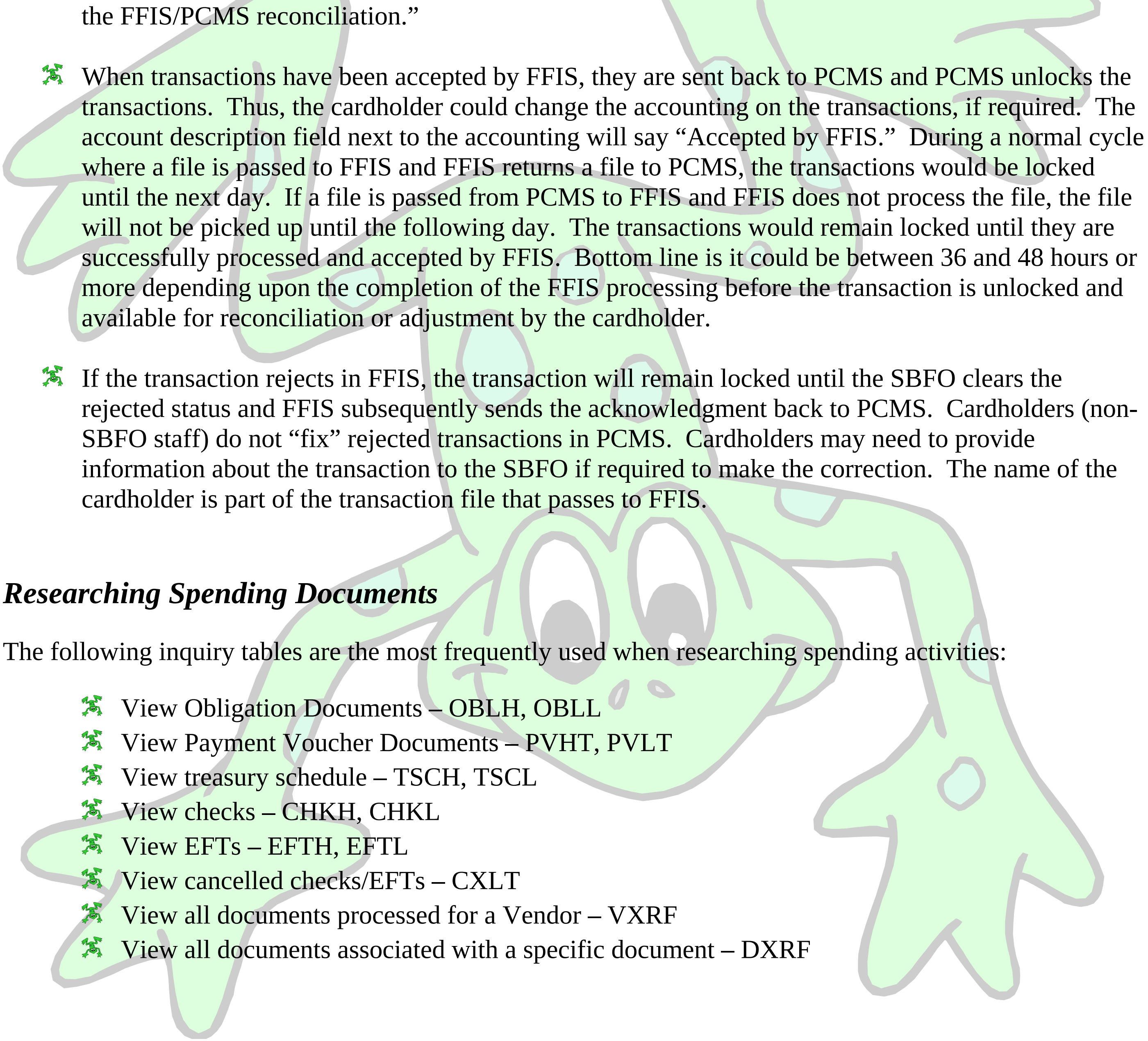
Researching Spending Documents

The following inquiry tables are the most frequently used when researching spending activities:

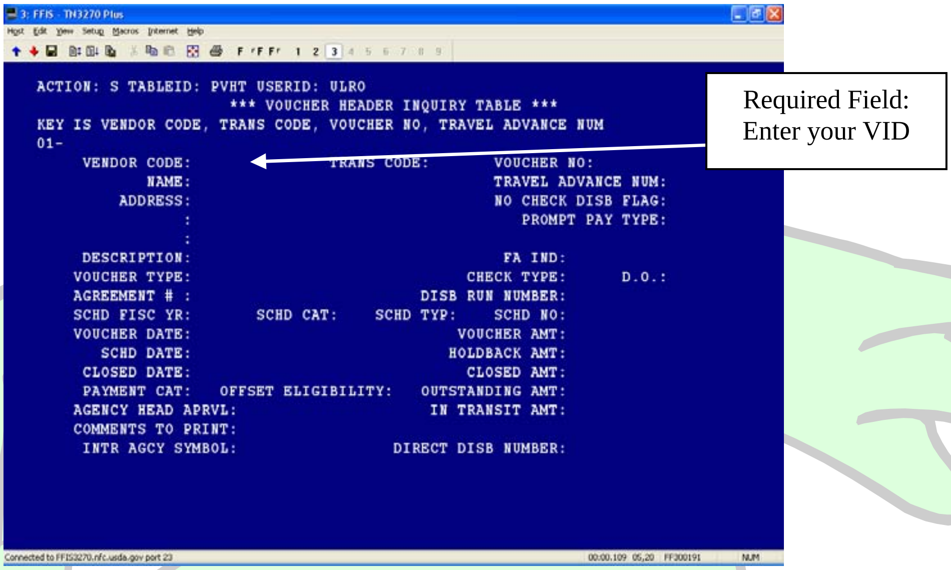
- View Obligation Documents – OBLH, OBLL
- View Payment Voucher Documents – PVHT, PVLT
- View treasury schedule – TSCH, TSCL
- View checks – CHKH, CHKL
- View EFTs – EFTH, EFTL
- View cancelled checks/EFTs – CXLT
- View all documents processed for a Vendor – VXRF
- View all documents associated with a specific document – DXRF



There are several different ways to look up information regarding Vendor Payments.
Below are a few examples of the quickest way to find information on general vendor inquires.

Begin by accessing FFIS and placing an Action of "**N**" with table ID "**PVHT**" and hit enter. The Table will pop up blank and you need to enter the Vendor Code that was used and hit enter

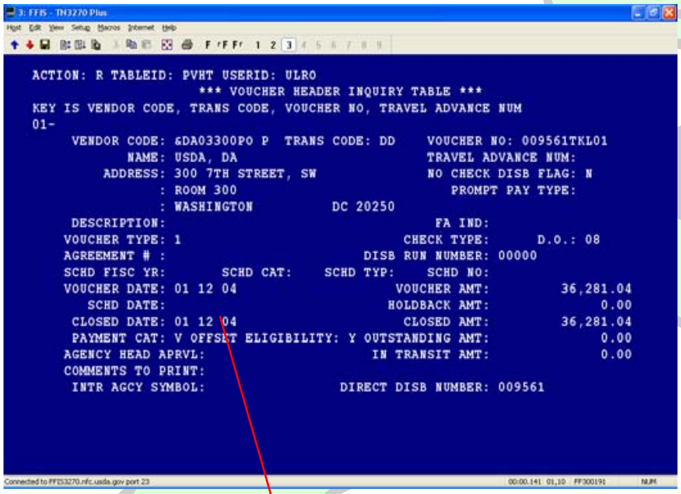
See the example below.



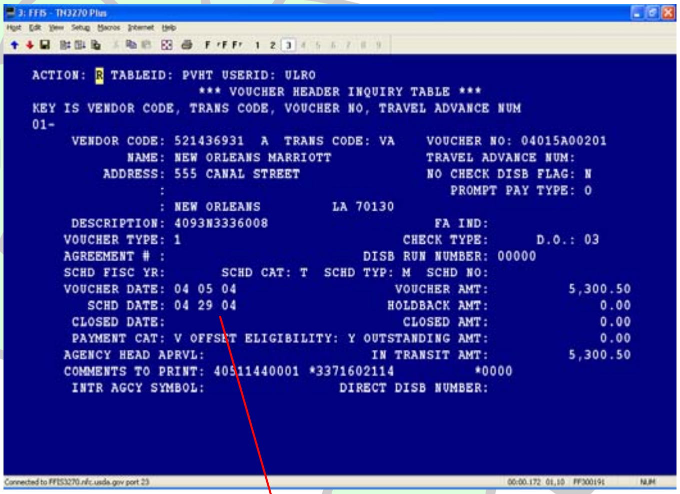
```
ACTION: S TABLEID: PVHT USERID: ULRO
                          *** VOUCHER HEADER INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUM
01-
     VENDOR CODE:                TRANS CODE:          VOUCHER NO:
            NAME:                                     TRAVEL ADVANCE NUM:
         ADDRESS:                                     NO CHECK DISB FLAG:
                :                                        PROMPT PAY TYPE:
                :
     DESCRIPTION:                                      FA IND:
    VOUCHER TYPE:                                   CHECK TYPE:       D.O.:
    AGREEMENT # :                              DISB RUN NUMBER:
    SCHD FISC YR:       SCHD CAT:    SCHD TYP:     SCHD NO:
    VOUCHER DATE:                                VOUCHER AMT:
       SCHD DATE:                               HOLDBACK AMT:
     CLOSED DATE:                                 CLOSED AMT:
     PAYMENT CAT:   OFFSET ELIGIBILITY:      OUTSTANDING AMT:
    AGENCY HEAD APRVL:                        IN TRANSIT AMT:
    COMMENTS TO PRINT:
     INTR AGCY SYMBOL:                    DIRECT DISB NUMBER:
```

Required Field:
Enter your VID

After entering the VID# hit “enter” and the table will populate with the first payment made to this VID# continue to hit “enter” you will go on to the next payment. After all the payments have been displaced for that particular vendor, the next sequential VID# will appear. This is a quick way to check for payment, (if you know the dollar amount). This Table will give all the relative information, such as: address sent to, amount of payment, date payment was made or is scheduled to be paid. The only information that is missing is the check number.



```
ACTION: R TABLEID: PVHT USERID: ULRO
                          *** VOUCHER HEADER INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUM
01-
     VENDOR CODE: &DA03300PO P  TRANS CODE: DD    VOUCHER NO: 009561TKL01
            NAME: USDA, DA                        TRAVEL ADVANCE NUM:
         ADDRESS: 300 7TH STREET, SW              NO CHECK DISB FLAG: N
                : ROOM 300                           PROMPT PAY TYPE:
                : WASHINGTON          DC 20250
     DESCRIPTION:                                     FA IND:
    VOUCHER TYPE: 1                               CHECK TYPE:      D.O.: 08
    AGREEMENT # :                            DISB RUN NUMBER: 00000
    SCHD FISC YR:       SCHD CAT:    SCHD TYP:    SCHD NO:
    VOUCHER DATE: 01 12 04                       VOUCHER AMT:         36,281.04
       SCHD DATE:                               HOLDBACK AMT:              0.00
     CLOSED DATE: 01 12 04                        CLOSED AMT:         36,281.04
     PAYMENT CAT: V OFFSET ELIGIBILITY: Y OUTSTANDING AMT:                 0.00
    AGENCY HEAD APRVL:                        IN TRANSIT AMT:              0.00
    COMMENTS TO PRINT:
     INTR AGCY SYMBOL:                DIRECT DISB NUMBER: 009561
```



```
ACTION: R TABLEID: PVHT USERID: ULRO
                          *** VOUCHER HEADER INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUM
01-
     VENDOR CODE: 521436931  A  TRANS CODE: VA    VOUCHER NO: 04015A00201
            NAME: NEW ORLEANS MARRIOTT            TRAVEL ADVANCE NUM:
         ADDRESS: 555 CANAL STREET                NO CHECK DISB FLAG: N
                :                                    PROMPT PAY TYPE: 0
                : NEW ORLEANS         LA 70130
     DESCRIPTION: 4093N3336008                        FA IND:
    VOUCHER TYPE: 1                               CHECK TYPE:      D.O.: 03
    AGREEMENT # :                            DISB RUN NUMBER: 00000
    SCHD FISC YR:       SCHD CAT: T  SCHD TYP: M  SCHD NO:
    VOUCHER DATE: 04 05 04                       VOUCHER AMT:          5,300.50
       SCHD DATE: 04 29 04                      HOLDBACK AMT:              0.00
     CLOSED DATE:                                 CLOSED AMT:              0.00
     PAYMENT CAT: V OFFSET ELIGIBILITY: Y OUTSTANDING AMT:                 0.00
    AGENCY HEAD APRVL:                        IN TRANSIT AMT:          5,300.50
    COMMENTS TO PRINT: 40511440001 *3371602114          *0000
     INTR AGCY SYMBOL:                DIRECT DISB NUMBER:
```

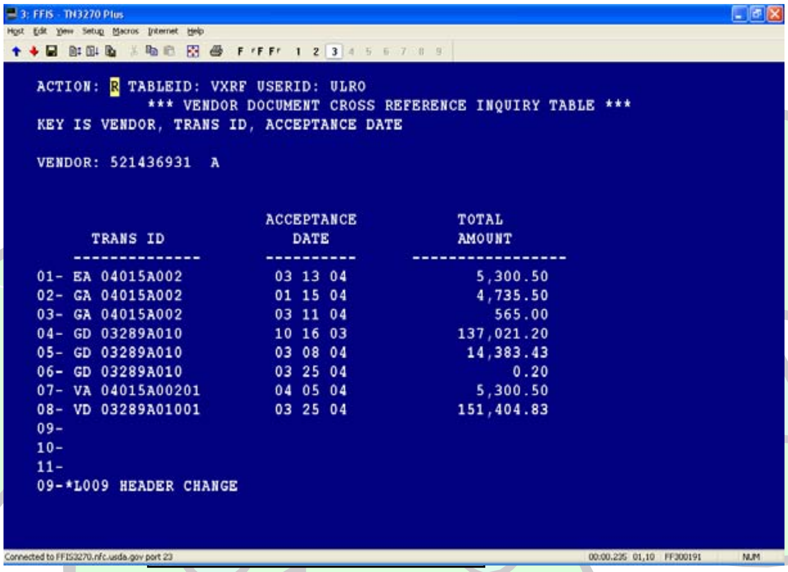
This Payment has been paid.

This has not but is scheduled.

- If you look on PVHT and do not see a closed date, you <u>WILL NOT</u> be able to get the check/EFT# for the purchase order you are looking for.

There are two tables (VXRF & VXDD) were you can find more detailed information on a vendor.

The Vendor Document Cross Reference Inquiry Table (VXRF) will give a overview of all activity for a give Vendor ID.



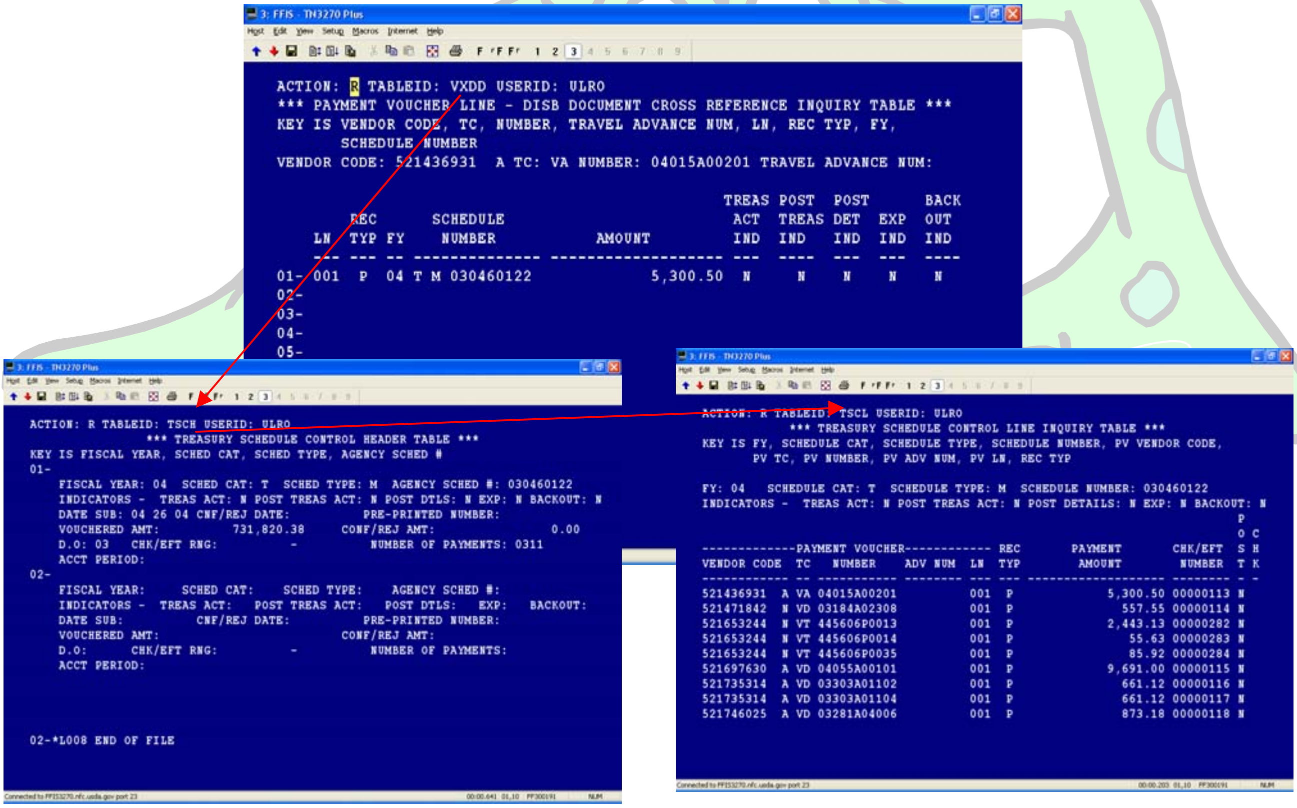
```
ACTION: R TABLEID: VXRF USERID: ULRO
              *** VENDOR DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS VENDOR, TRANS ID, ACCEPTANCE DATE

VENDOR: 521436931  A


                          ACCEPTANCE          TOTAL
       TRANS ID              DATE             AMOUNT
     --------------       ----------     -----------------
01- EA 04015A002          03 13 04             5,300.50
02- GA 04015A002          01 15 04             4,735.50
03- GA 04015A002          03 11 04               565.00
04- GD 03289A010          10 16 03           137,021.20
05- GD 03289A010          03 08 04            14,383.43
06- GD 03289A010          03 25 04                 0.20
07- VA 04015A00201        04 05 04             5,300.50
08- VD 03289A01001        03 25 04           151,404.83
09-
10-
11-
09-*L009 HEADER CHANGE
```

The Disbursement Cross Reference Inquiry Table (VXDD) will give specific information on each payment.

- From here you can also go to TSCH (which will give you the Check Distr. Date) to TSCL (Check # etc.), with a **Z** (for zoom). This will save you from re-typing all the info again



```
ACTION: R TABLEID: VXDD USERID: ULRO
*** PAYMENT VOUCHER LINE - DISB DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS VENDOR CODE, TC, NUMBER, TRAVEL ADVANCE NUM, LN, REC TYP, FY,
       SCHEDULE NUMBER
VENDOR CODE: 521436931  A TC: VA NUMBER: 04015A00201 TRAVEL ADVANCE NUM:

                                                    TREAS POST  POST       BACK
         REC      SCHEDULE                           ACT  TREAS DET  EXP  OUT
    LN   TYP FY    NUMBER              AMOUNT        IND  IND   IND  IND  IND
    --- --- -- -------------- ------------------ --- ----  ---  ---  ----
01- 001  P  04 T M 030460122            5,300.50  N     N    N    N    N
02-
03-
04-
05-
```

```
ACTION: R TABLEID: TSCH USERID: ULRO
              *** TREASURY SCHEDULE CONTROL HEADER TABLE ***
KEY IS FISCAL YEAR, SCHED CAT, SCHED TYPE, AGENCY SCHED #
01-
    FISCAL YEAR: 04  SCHED CAT: T  SCHED TYPE: M  AGENCY SCHED #: 030460122
    INDICATORS -  TREAS ACT: N POST TREAS ACT: N POST DTLS: N EXP: N BACKOUT: N
    DATE SUB: 04 26 04 CNF/REJ DATE:          PRE-PRINTED NUMBER:
    VOUCHERED AMT:          731,820.38     CONF/REJ AMT:                  0.00
    D.O: 03   CHK/EFT RNG:          -          NUMBER OF PAYMENTS: 0311
    ACCT PERIOD:
02-
    FISCAL YEAR:     SCHED CAT:    SCHED TYPE:    AGENCY SCHED #:
    INDICATORS -  TREAS ACT:   POST TREAS ACT:   POST DTLS:   EXP:   BACKOUT:
    DATE SUB:          CNF/REJ DATE:          PRE-PRINTED NUMBER:
    VOUCHERED AMT:                          CONF/REJ AMT:
    D.O:      CHK/EFT RNG:          -          NUMBER OF PAYMENTS:
    ACCT PERIOD:




02-*L008 END OF FILE
```

```
ACTION: R TABLEID: TSCL USERID: ULRO
          *** TREASURY SCHEDULE CONTROL LINE INQUIRY TABLE ***
KEY IS FY, SCHEDULE CAT, SCHEDULE TYPE, SCHEDULE NUMBER, PV VENDOR CODE,
       PV TC, PV NUMBER, PV ADV NUM, PV LN, REC TYP

FY: 04   SCHEDULE CAT: T  SCHEDULE TYPE: M  SCHEDULE NUMBER: 030460122
INDICATORS -  TREAS ACT: N POST TREAS ACT: N POST DETAILS: N EXP: N BACKOUT: N
                                                                          P
                                                                          O C
-------------PAYMENT VOUCHER------------ REC       PAYMENT       CHK/EFT  S H
VENDOR CODE  TC   NUMBER    ADV NUM  LN  TYP        AMOUNT        NUMBER  T K
------------ -- ----------- -------- --- --- ------------------ -------- - -
521436931  A VA 04015A00201          001  P              5,300.50 00000113 N
521471842  N VD 03184A02308          001  P                557.55 00000114 N
521653244  N VT 445606P0013          001  P              2,443.13 00000282 N
521653244  N VT 445606P0014          001  P                 55.63 00000283 N
521653244  N VT 445606P0035          001  P                 85.92 00000284 N
521697630  A VD 04055A00101          001  P              9,691.00 00000115 N
521735314  A VD 03303A01102          001  P                661.12 00000116 N
521735314  A VD 03303A01104          001  P                661.12 00000117 N
521746025  A VD 03281A04006          001  P                873.18 00000118 N
```

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